Registration Using myUK

1. Log on to the myUK portal using your Active Directory User ID and password. This is the same as your UK e-mail account information. For example, if the e-mail address is student@uky.edu, the Active Directory User ID is student.

   If you need assistance with your User ID and password or if you have not created an account, follow the instructions at the Information Technology Customer Service Center site: www.uky.edu/ukit/help. You may also e-mail the Help Desk at: helpdesk@uky.edu or call at (859) 218-4357. If you do not have an Active Directory account, please note that it may take up to 24 hours to create.

2. Click on the Student Services link at the top of the page to the right of the Home link.

3. To check for Holds, from the Student Services page, click on the myInfo link and from there, click on myStops and Holds. You must clear any Stops or Holds before you can register.
Before proceeding to registering for your courses, you will be required to read and accept the **Statement of Obligation**. You may also be required to **Update/Validate** your addresses (every 60 days) and **Update/Validate** your Expected Graduation date (every 90 days).

**On the Registration screen, there are two options for registering for your courses: Quick Entry and Search.**

If you know the courses and sections you would like to enroll in, complete the fields in the **Quick Entry** box [#1]. You may enter up to five courses at a time.

If you do not know the course and section information, use the **Search classes** box [#2] or switch from **Quick Registration View** to **Class Search View**.

• Click on the **Registration** link at the top of the page to the right of the **myPage** link.

• The **My Registration Windows** box lists the dates and times of your Priority Registration Windows and your registration status. From the **My Registration Windows** box, click on **Acad Year 2014-2015, Spring Semester Jan-2015**.

Before proceeding to registering for your courses, you will be required to read and accept the **Statement of Obligation**. You may also be required to **Update/Validate** your addresses (every 60 days) and **Update/Validate** your Expected Graduation date (every 90 days).
Registration Using myUK

7

- Using the Quick Registration View, enter the courses by prefix, number and section number. If you wish to enroll in a course with a grade option of Audit, use the Grade Option pull-down menu to select grade type.

When you have entered your course requests, click the Add Courses box.

8

- The courses you have successfully added will appear in the Schedule Box.

- Above the Schedule Box is an Action Log. In the example at right, the student successfully enrolled in HIS 108 and SPA 102; WRD 111 was not added due to a time conflict with another booked course.
Registration Using myUK

• To **Drop** a course, click on the box to the left of the course listing and click the **Drop** box.

• To **change a grade type**, click the blue **Change** link and use the drop down menu to select a grade type.

**Please note:** You may use the **Drop** function to withdraw—drop all your courses—through **January 13, 2015**. After **January 13**, you must go to the Student Records Office, 10 Funkhouser Building, to withdraw from the University.

• To **view your schedule** at any time, click on **myInfo** on the left-hand top part of your browser. Then, from the left-hand menu, select **mySchedule**. Choose the **Printer Friendly Version** link if you would like to print.